

COLLEAGUES INTERNATIONAL PROGRAM MANAGER

Through programs sponsored by the U.S. Department of State, Colleagues International (a nonprofit organization) brings adult professionals, from all over the world to Kalamazoo so that they can learn from local experts how to improve programs and services in their home countries.

Scope of Responsibilities:

Manage all Colleagues International programming to ensure optimal program effectiveness, adherence to the mission, and achievement of measurable goals and objectives. The Program Manager reports to the Executive Director.

Primary Duties:

- Select, research, and write proposals to solicit international visitor programs from sponsoring national agencies.
- Design and/or direct the execution of programs, including scheduling program content and assuring appropriate hospitality, lodging, and transportation.
- Organize and train volunteers and interns to accomplish programming goals.
- Maintain the necessary information to effectively manage and document programs.
- Operate in a prudent and transparent manner consistent with good business practices and sound financial management.
- Maintain constructive relationships with a variety of local non-profit, academic, and business organizations and CI's network of volunteers.

Skills and Abilities:

The Program Manager must demonstrate excellence in:

- Using strong interpersonal skills to effectively lead a work team of volunteers and interns to propose and implement programming, delivering consistently high quality outcomes.
- Creating and maintaining effective external networks and relationships to further organizational goals.
- Communicating effectively, orally and in writing, with diverse audiences and in diverse settings.
- Managing multiple, concurrent complex projects within tight timelines and budgets.
- Establishing clear priorities and completing the tasks necessary to meet or exceed job expectations.
- Competency with social media and all standard computer applications and equipment.
- Attention to detail to ensure adherence to financial and administrative policies.

Qualifications:

Qualified candidates should have:

- a Bachelor's Degree in a relevant field of study with a minimum of two or more years of non-profit administration experience and/or project management experience;
- a passion for international diplomacy and effectively exhibit cross-cultural awareness and sensitivity;
- familiarity with the Kalamazoo region, key organizations and people; and
- the ability to accommodate a flexible work schedule during visitor programs.

Please submit a letter and resume by December 11th, 2015, to: CI Selection Committee, 555 West Crosstown Parkway, Suite 203, Kalamazoo, MI 49008, or e-mail to info@colleaguesinternational.com

Colleagues International is an Equal Opportunity Employer.